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Idaho

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Date: November 28, 2014

To: Interagency Wildland Fire Community

From: Chair, Great Basin Coordinating Group

Subject: Incident Management Team Nominations

Nominations for Great Basin Incident Management Teams (IMTs) and Rocky Basin Buying Teams are now open. Nominations will be submitted via the Incident Command Application System (ICAP). The official site is located at: <http://www.nwportal.fs.usda.gov/>. However it is recommended that applicants access ICAP from the Eastern Great Basin Coordination Center (EGBCC) website: <http://gacc.nifc.gov/egbc/overhead.php> Detailed instructions are posted here for convenience, as well as attached to this letter. **Please read the ICAP instructions prior to applying through ICAP.** Nominations need to be submitted no later than January 15, 2015. *****Please contact the Great Basin Coordination Center after January 1, 2015 as web site access may have changed during the Eastern Great Basin (EGB) and Western Great Basin (WGB) merger effective January 1, 2015.**

Team Rotations: The Great Basin currently sponsors two Type 1 Incident Management Teams and five Type 2 Incident Management Teams. Type 1 Incident Management Teams are expected to be available on a year around basis. Type 1 Incident Management Teams also share a National rotation with other Geographic Areas.

Type 2 IMT's typically remain available from mid-May until mid to late October. Incident Management Teams are assigned based on an established team rotation schedule. Type 1 IMT's are on-call for a rotation period of one week. Type 2 IMT's are on-call for a [three week rotation](#) period with alternating first, second and third teams out (click link for an example).

Selection: The GBCG strongly encourages applicants interested in operations *positions to consider applying to other functions, specifically Plans, Logistics, Air and Finance*. Typically the Great Basin receives more operations related nominations (Division Group Supervisor, Operations Section Chief, and associated trainees) than we have vacancies while shortages continue to grow in the other areas. Applicants interested in branching out into other functions should coordinate with their local unit and Great Basin Operations Committee agency representative regarding training needs and other requirements that may be identified when applying to an alternative functional area. Selections are made by priorities listed below:

1. Agency employees (includes Federal, State, permanent FD/local Agency, tribal employees)
2. Federal/State Agency employees from outside the GACC
3. Within GACC ADs/State/FD Agency Supplemental employees
4. Out of GACC ADs and other non-Federal employees (case by case basis)
5. Members with late or no application (must get confirmation of supervisory approval)

Term: The GBCG changed the IMT membership tenure from three years to one year beginning in 2014. All IMT members including AD's and excluding Incident Commanders will be required to re-apply on an annual basis. Incident Commanders will be selected every three years. Deputy Incident Commanders and IC Trainees will be selected on an annual basis. Supplemental information (KSA's) are required for these positions and selections are made in the early fall however ***nominations for those positions also need to be submitted through ICAP during this year's open nomination period.***

Administratively Determined (AD)'s: The primary goal of team selection is to place highly skilled individuals in positions for which they are qualified and for which they fit in a team concept. AD's are an integral component to the successful operation of the IMT's. For many positions they are the only applicants or are the "best" fit. We have done a very good job of reducing the reliance on AD's by training Agency/State and Cooperator personnel to utilize and replace AD's as warranted. We need to continue this good work. However the use of AD's when there are qualified Agency/State and Cooperator personnel who have applied and are available should not be a normalized practice.

If an agency resource becomes available for a position that is held by an AD, the AD may be replaced by the regular agency resource and/or as trainees become fully qualified. Replacements will not occur during an AD's one year tenure after being selected but during annual team selections unless other arrangements have been made.

Team Succession Planning: Current and future team members will be encouraged to attend S-520 and other possible training platforms as well as become trainees on Type 1 teams. Each Great Basin Incident Management Team will be responsible for developing an "IMT Succession Plan" for their team which includes a team staffing plan for the next five years. IMT Succession Plans are due to the GBCG in the fall prior to the GBCG, Great Basin Incident Commander Council and Great Basin Operations Committee meetings.

All candidates for S-520 and S-420 must perform as a trainee (task book initiated) on a Type 1 (for S-520) or Type 2 (for S-420) prior to attending the course. Based on the recommendation of an Incident Commander this requirement may be waived on a case by case basis. Final approval will be made by the Great Basin Operations Committee.

The following schedule and guidelines will be used for the selection of all positions on Great Basin Incident Management Teams. If you have any questions please contact Beth Lund, Chair Great Basin Operations Committee at 801-625-5513.

/s/ Michael Morcom